



U. S. Department of Housing and Urban Development
Tampa Field Office
Multifamily Housing Division
500 East Zack Street Suite 402
Tampa, FL 33602

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Internet: <http://www.hud.gov>

January 30, 2004

TAMPA OFFICE Multifamily Newsletter

04-3

This is the fourth installment of a publication issued by the Multifamily Housing Management staff of the Tampa HUD Office. It is intended to serve as means of communicating with owners and managers of multifamily properties under the purview of HUD's Tampa Office on program issues that impact the operation of such real estate. If you would like to be placed on the electronic mailing list to receive this publication and other program updates, please send an e-mail message to : Alan_Coupland@hud.gov



Portfolio Changes

As mentioned in our last newsletter, the Tampa Multifamily Office now has responsibility for the servicing of all properties located in Citrus, Hernando and Polk counties. This means that the Multifamily section in Tampa now has complete coverage for the 12-county jurisdiction, which also includes DeSoto, Hardee, Highlands, Hillsborough, Manatee, Pasco, Pinellas, Sarasota, and Sumter counties.

Any correspondence relative to properties within the Tampa jurisdiction should be sent directly to the office here at the following address:

U.S. Dept. of HUD – MF
500 E. Zack Street
Suite 402
Tampa, FL 33602-3918

The primary telephone number is (813) 228-2026

The primary FAX number is (813) 228-2844

Any of the HUD staff can be contacted via email, also – an example of the internet address is found in the first paragraph of this newsletter

There are two instances where materials should be continued to be sent to the Jacksonville HUD Multifamily Office :

1. **Special Claims packages**
2. **Section 8/PRAC Contract Renewals**



Program Information

SECTION 8/OCCUPANCY ISSUES

- **REMINDER:**

For all Section 8 Contract renewals, regardless of the option being selected, the owners must submit their determinations (using attachment 3 of the Section 8 Processing Guide) to HUD or their Contract Administrator at least 120 days prior to expiration of the contract.

The Jacksonville staff processing these renewals, Pat Hills and Eleanor Hammonds, need the required time to be able to insure that the funding reservation process will be effected in time to prevent any interruption of subsidy payments to the project. Rent increase packages included with the Section 8 Contract renewal package should be clearly marked, and will be forwarded by Jacksonville to the appropriate project manager assigned to the respective property.

There have been questions relating to the absence of instructions in the new Section 8 Handbook (4350.3 REV-1) on submitting hard copies of the Section 8 Voucher (HUD 52670) to HUD's Financial Management Center (FMC). In lieu of having received any determinative guidance on this matter, it is recommended that owners/agents should adhere to what is specifically outlined in the Handbook, pending any issuance from HQ reflecting the elimination of this requirement.

Handbook 4350.3 REV-1 may be obtained on HUDCLIPS (www.hudclips.org) or by calling 1-800-767-7468.

REPLACEMENT RESERVE ISSUES

HUD field offices normally process R/R withdrawals for 202/811 projects using the Form 9250, even though it is not specifically designed for such use, because of no other current outstanding instructions. The escrow agent information should be listed on the 9250, since they are technically responsible for funds held in their accounts until authorized to release such by HUD and the mortgagor. The instructions for processing R/R releases call for HUD to send an original of the 9250 to the mortgagee/escrow agent, a copy to the mortgagor, and to retain a copy for the project file.

Section 202/811 projects should send all future 9250's with the financial institution acting as escrow agent listed; if the institution has questions about the rationale for their receiving such forms, they should contact either HUD or the mortgagor for an explanation. This process also assists the auditors with their internal control monitoring.

Chapter 4 of HUD Handbook 4350.1 REV-1 provides guidance regarding the processing involved with the Replacement Reserve. For accounting purposes, it is advisable to submit your requests for withdrawal well ahead of your fiscal year-end date, to insure that the paperwork will be processed and approved prior to the end of your accounting period. Those projects having 12/31 fiscal year ends should allow for the holidays and should submit their requests by the first week in December.

Notices

Beginning on January 19, 2004, Hillsborough County's Housing and Community Code Enforcement Department (HCHCCED) started accepting proposals from organizations to provide housing related to multifamily housing for low and moderate income persons living in unincorporated Hillsborough County. HCHCCED will make local funding contributions to a minimum of three multifamily projects.

The funds will come from the State Housing Initiatives Partnership (SHIP) Program and HOME Investment Partnership Program from HUD.

Forms for proposals are available at HCHCCED's office at 9260 Bay Plaza Blvd., suite 510, Tampa FL 33619. Copies of the application can also be made by e-mailing :

rowickim@hillsboroughcounty.org

Proposals must be submitted to HCHCCED offices by 3:30 pm. On February 13, 2004. For more information, please call Michael Rowicki at (813) 774-5557, ext. 158

FREE 2-DAY GRANT WRITING TRAINING!! LEARN THE ART AND SCIENCE OF GRANT WRITING FROM TRAINED HUD STAFF

You will receive personal instruction from key HUD staff on how to become more competitive for federal grant funds, securing a 501c3 designation, and the organizational structure necessary to secure government funds. This training will prepare you to apply for public funds, as well as corporate, and foundation funding.

Workshop Topics Include:

- **GRANT PROPOSAL WRITING TECHNIQUES HOW TO ACCESS GOVERNMENT FUNDS**
- **HUD PROGRAMS AVAILABLE TO NONPROFITS HUD COMMON FACTORS FOR AWARD**
- **THE TEN COMMANDMENTS OF GRANT WRITING WORKING WITH LOCAL GOVERNMENTS**
- **ORGANIZATIONAL CAPACITY BUILDING PARTNERSHIP BUILDING**

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Participants will review a successful HUD Grant Application!

Who should attend: Faith- and Community-based organizations' staffs, including proposal writers, planners, board members, clergy and lay people.

**February 25 and 26, 2004
Must be available for both days
8:30 AM – 4:30 PM
(Brown Bag Working Lunch)
WITHOUT WALLS, AUDITORIUM
Without Walls International Drive – Tampa, FL 33607
SPACE IS LIMITED - REGISTER TODAY!
For additional information call Fred Washington
(813) 228-2026, ext. 2119**

GRANT WRITING REGISTRATION FORM

**“The Art and Science of Grant Writing” - RSVP by fax: 813.228.2431;
by phone: 813.228.2026, ext. 2119; or electronically to janet_diaz@hud.gov .**

Name: _____

Title: _____

Organization _____

Phone: _____ **Ext.** _____ **Fax:** _____

Address: _____

City: _____ **ZIP:** _____ **E-Mail:** _____

I need a reasonable

accommodation: _____

Directions:

To view your map, click on this link or cut and paste this link into your browser's location bar. <http://www.mapquest.com/maps/map.adp?email=1&mapdat>

**U.S. Department of Housing
And Urban Development
Timberlake Federal Building
500 E Zack Street, Suite 402
Tampa, FL 33602**

Free Web Clinic For HUD Partners in Florida

- **Event Date:** Tuesday - March 16, 2004
- **Event Time:** 9:30 a.m. to 4:00 p.m. (Registration begins at 9:15 a.m.)
- **Description:** HUD is offering great training opportunities to help you use the Internet to do your work.

HUD's Departmental Web Managers teach these popular classes on how to design and manage a public service website that works. And the best part? They're FREE!

You'll get:

- Simple do's and don'ts about what to put on your web site
- A step-by-step process for organizing your web site – including guidelines for making your web site accessible to people with disabilities
- Low-cost/no-cost ideas for marketing your site
- Tips on how to get technical support (including someone to do that computer work for you) for free

But wait – there's more! We'll even throw in free easy-to-use software that you can use to build your site

**Location: JOHN F. GERMANY LIBRARY (AUDITORIUM)
900 N. ASHLEY DR. TAMPA**

This is the main (public) library in downtown Tampa. It is located in the northwest section of downtown Tampa near the Tampa Performing Arts Center and the Times Building.

Parking is available for a reasonable fee (\$7.00) at City of Tampa's William Poe Parking garage, located just south of the library at Ashley Dr. and Cass St, or several privately-owned parking lots in the area.

Lunch: Bring your own or dine at a nearby restaurant.

Contact Name: Bill Kalbas

Contact email: William_J_Kalbas@hud.gov

Register Now! Space is limited. Seating on a first come basis Please use form on next page.

For more information, please call: 813-228-2026 Ext. 2112

Additional information on the web available at:

<http://www.hud.gov/library/bookshelf15/webclinics/index.cfm>

Web Clinic for HUD Partners

REGISTRATION FORM

(Please print and use one per person)

Tuesday

March 16, 2004

JOHN F. GERMANY LIBRARY (AUDITORIUM)

900 N. ASHLEY DRIVE

TAMPA

Event Time: 9:30 a.m. to 4:00 p.m. (Registration begins at 9:15 a.m.)

FAX or E-Mail YOUR RESPONSE TO THE HUD TAMPA FIELD OFFICE

by March 6, 2004

fax 813.228.2431

e-mail : William_J._Kalbas@HUD.GOV

NAME: _____

TITLE: _____

ORGANIZATION: _____

MAILING _____

ADDRESS: _____

City _____ State _____ Zip _____

PHONE: (____) ____ - _____ FAX: (____) ____ - _____

E-MAIL: _____

QUESTIONS? (813) 228-2026 ext. 2112

- April 19-21 SAHMA Florida State Meeting 1-800-745-4088
Jacksonville www.sahma.org
- * March 23-25 Quadel Assisted Housing Manager Radisson Riverwalk
Jacksonville www.quadel.com
- April 7-8 Candi Atkins HUD Handbook 4350.3 Crowne Plaza Westshore
Tampa www.candiatkinsconsulting.com (702) 270-4564
- * April 20-23 NCHM 4350.3/Certified Occupancy Specialist 1-800-368-5625
Tampa www.nchm.org

ETC.



The City of St. Petersburg Community Affairs Department is producing a video concerning fair housing issues, and are seeking an apartment community to participate in their production. Any interested properties can contact Susan Zemankiewicz at (727) 893-7036 or email at susan.zamankiewicz@stpete.org for more information. ☺

The next newsletter will focus on resources for properties that are looking for ways to effect repairs, capital improvements, or a better interest rate. If you have any suggestions for topics or questions on HUD program matters, please send an email to the address on the front page of this newsletter (alan_coupland@hud.gov). ☺